

Please ensure your entries are clear on both sides of the form.

Employer name

Employer PAYE reference

Employee name

If a director tick here

Date of birth *in figures (if known)*

D	D	M	M	Y	Y	Y	Y
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Works number/department

National Insurance number

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Gender M – Male F – Female

Employers pay Class 1A National Insurance contributions on most benefits. These are shown in boxes which are brown and have a 1A indicator

A	Assets transferred (cars, property, goods or other assets)	Cost/Market value	Amount made good or from which tax deducted	Cash equivalent
	Description of asset	£	£	13 £ 1A

B	Payments made on behalf of employee			
	Description of payment			15 £
	Tax on notional payments not borne by employee within 90 days of receipt of each notional payment			15 £

C	Vouchers or credit cards	Gross amount	Amount made good or from which tax deducted	Cash equivalent
	Value of vouchers and payments made using credit cards or tokens (for qualifying childcare vouchers the excess over £55 a week)	£	£	12 £

D	Living accommodation			Cash equivalent
	Cash equivalent of accommodation provided for employee, or his/her family or household			14 £ 1A

E	Mileage allowance and passenger payments			Taxable amount
	Amount of car and mileage allowances paid to employee for business travel in employee's own vehicle, and passenger payments, in excess of maximum exempt amounts (See P11D Guide for 2009-10 exempt rates)			12 £

F	Cars and car fuel <i>If more than two cars were made available, either at the same time or in succession, please give details on a separate sheet</i>			
		Car 1	Car 2	
	Make and Model			
	Date first registered	/ /	/ /	
	Approved CO ₂ emissions figure for cars registered on or after 1 January 1998 <i>Tick box if the car does not have an approved CO₂ figure</i>	g/km <input type="checkbox"/>	g/km <input type="checkbox"/>	<i>See P11D Guide for details of cars that have no approved CO₂ figure</i>
	Engine size	cc	cc	
	Type of fuel or power used <i>Please use the key letter shown in the P11D Guide</i>			
	Dates car was available <i>Do not complete the 'From' box if the car was available on 5 April 2009 or the 'To' box if it continued to be available on 6 April 2010</i>	From / / to / /	From / / to / /	
	List price of car <i>Including car and standard accessories only: if there is no list price, or if it is a classic car, employers see booklet 480</i>	£	£	
	Accessories <i>All non-standard accessories, see P11D Guide</i>	£	£	
	Capital contributions (maximum £5,000) the employee made towards the cost of car or accessories	£	£	
	Amount paid by employee for private use of the car	£	£	
	Date free fuel was withdrawn <i>Tick if reinstated in year (see P11D Guide)</i>	/ / <input type="checkbox"/>	/ / <input type="checkbox"/>	
	Cash equivalent of each car	£	£	

Total cash equivalent of all cars made available in 2009-10	9 £ 1A
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Cash equivalent of fuel for each car	£	£
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Total cash equivalent of fuel for all cars made available in 2009-10	10 £ 1A
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G Vans and van fuel Total cash equivalent of all vans made available in 2009–10 9 £ 1A

Total cash equivalent of fuel for all vans made available in 2009–10 10 £ 1A

H Interest-free and low interest loans
If the total amount outstanding on all loans does not exceed £5,000 at any time in the year, there is no need to complete this section.

	Loan 1	Loan 2
Number of joint borrowers (<i>if applicable</i>)	<input type="text"/>	<input type="text"/>
Amount outstanding at 5 April 2009 or at date loan was made if later	£ <input type="text"/>	£ <input type="text"/>
Amount outstanding at 5 April 2010 or at date loan was discharged if earlier	£ <input type="text"/>	£ <input type="text"/>
Maximum amount outstanding at any time in the year	£ <input type="text"/>	£ <input type="text"/>
Total amount of interest paid by the borrower in 2009–10 – <i>enter "NIL" if none was paid</i>	£ <input type="text"/>	£ <input type="text"/>
Date loan was made in 2009–10 if applicable	<input type="text"/> / <input type="text"/> / <input type="text"/>	<input type="text"/> / <input type="text"/> / <input type="text"/>
Date loan was discharged in 2009–10 if applicable	<input type="text"/> / <input type="text"/> / <input type="text"/>	<input type="text"/> / <input type="text"/> / <input type="text"/>
Cash equivalent of loans after deducting any interest paid by the borrower	15 £ <input type="text"/> 1A	15 £ <input type="text"/> 1A

I Private medical treatment or insurance

	Cost to you	Amount made good or from which tax deducted	Cash equivalent
Private medical treatment or insurance	£ <input type="text"/>	– £ <input type="text"/>	= 11 £ <input type="text"/> 1A

J Qualifying relocation expenses payments and benefits
Non-qualifying benefits and expenses go in sections M and N below

Excess over £8,000 of all qualifying relocation expenses payments and benefits for each move **15** £ **1A**

K Services supplied

	Cost to you	Amount made good or from which tax deducted	Cash equivalent
Services supplied to the employee	£ <input type="text"/>	– £ <input type="text"/>	= 15 £ <input type="text"/> 1A

L Assets placed at the employee's disposal

	Annual value plus expenses incurred	Amount made good or from which tax deducted	Cash equivalent
Description of asset <input type="text"/>	£ <input type="text"/>	– £ <input type="text"/>	= 13 £ <input type="text"/> 1A

M Other items (including subscriptions and professional fees)

	Cost to you	Amount made good or from which tax deducted	Cash equivalent
Description of other items <input type="text"/>	£ <input type="text"/>	– £ <input type="text"/>	= 15 £ <input type="text"/> 1A
Description of other items <input type="text"/>	£ <input type="text"/>	– £ <input type="text"/>	= 15 £ <input type="text"/>
Income tax paid but not deducted from director's remuneration			15 £ <input type="text"/> Tax paid

N Expenses payments made to, or on behalf of, the employee

	Cost to you	Amount made good or from which tax deducted	Taxable payment
Travelling and subsistence payments (<i>except mileage allowance payments for employee's own car - see section E</i>)	£ <input type="text"/>	– £ <input type="text"/>	= 16 £ <input type="text"/>
Entertainment (<i>trading organisations read P11D Guide and then enter a tick or a cross as appropriate here</i>) <input type="checkbox"/>	£ <input type="text"/>	– £ <input type="text"/>	= 16 £ <input type="text"/>
General expenses allowance for business travel	£ <input type="text"/>	– £ <input type="text"/>	= 16 £ <input type="text"/>
Payments for use of home telephone	£ <input type="text"/>	– £ <input type="text"/>	= 16 £ <input type="text"/>
Non-qualifying relocation expenses (<i>those not shown in sections J or M</i>)	£ <input type="text"/>	– £ <input type="text"/>	= 16 £ <input type="text"/>
Description of other expenses <input type="text"/>	£ <input type="text"/>	– £ <input type="text"/>	= 16 £ <input type="text"/>